

NEW JERSEY ASSOCIATION ON CORRECTION

"Helping People With A Past, Build A Future" Since 1961

JOB DESCRIPTION/POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
Facilities Maintenance Worker – PT Time 10 hrs.	Program Supervisor	Non - Exempt	CCWC Shelter	Program Support II
If interested please submit your application to:				
Lavenda Rogers, Email: lrogers@njaconline.org				

A Facilities Maintenance Worker must perform a variety of routine and semiskilled tasks involving general maintenance of facilities, equipment, and grounds. Depending on assignment, duties may include: making routine plumbing repairs (i.e., repairing leaks, unplugging toilets and drains, etc.); replacing light bulbs and fluorescent lights, and making electrical related repairs (i.e., replacing electrical receptacles, etc.); performing routine carpentry work (i.e., minor paint jobs, installing doors, door stops, cabinet doors, tile, adjustable shelving, setting forms for concrete, etc.); performing preventive maintenance on heating, ventilation, and air conditioning (HVAC) systems; making roof repairs; installing glass, screens, refrigerators, and ranges; making minor grounds and landscape repairs. Specific duties performed may vary by assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Inspects work-related conditions to determine compliance with prescribed operating and safety standards.
- Distinguishes colors to repair electrical switches and outlets.
- Detects natural gas leaks, smoke, and pesticides.
- Operates a vehicle requiring a standard New Jersey Driver's License to travel to and from work sites.
- Operates power-driven machinery such as a buffer, drill, and key machine to complete maintenance work.
- Uses equipment and tools such as hammers, screwdrivers, wrenches, drills, saws, trenchers, augers, and other tools commonly used to maintain facilities and associated equipment.
- Installs and replaces filters, belts, and cooler motors in order to make repairs, and perform preventive maintenance.
- Moves objects (i.e., stoves, refrigerators, coolers, furniture, etc.) weighing up to 150 lbs. using a hand truck or pulley.

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- Works with cleaning fluids, agents, chemicals, and paints using normal, routine, and protective equipment to complete work and maintain facilities.
- Works in a variety of weather conditions while performing work.
- Works in small cramped areas while performing facility maintenance/repairs.
- Works at elevations greater than ten feet while repairing or maintaining building structures (i.e., roof repairs, etc.) and equipment (i.e., evaporative cooler and roof top heater repairs, etc.).
- Climbs ladders or steps to reach objects.
- Walks over rough, uneven, or rocky surfaces.
- Moves debris, dirt, furniture, or other materials.
- Assists skilled maintenance technicians/workers in performing more complex tasks.
- May assist skilled maintenance technician/worker to perform after-hours emergency call out repairs (by assignment).
- Meets scheduling and attendance requirements.

QUALIFICATIONS and REQUIREMENTS:

- Commitment to Association philosophy.
- Dependable and mature.
- Ability to read and interpret blueprints, and other work diagrams with the assistance of section supervisory staff or skilled tradesman as needed.
- Ability to use and care for commonly used equipment and tools
- Ability to communicate orally in the English language or other language as may be specified, with clients, agencies, the public and in group and face-to-face, one-on-one settings.
- Ability to work cooperatively with other employees, clients, and the public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of situations where only limited information exists.

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- The employee in this position is often required to lift up to 100lbs., stand, walk, reach with arms and hands, climb or balance, use fingers, stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, must have use of an insured vehicle, and have a satisfactory driving record. Successful

background, driving record, and criminal record clearances required at hire and/or at random in the future. Employment, position applicable educational and credentialing validation also required at hire.

EDUCATION/EXPERIENCE:

Minimum Qualification(s) Required. High School or GED. Any combination of training, education, and experience equivalent to good (1 - 3 years) construction or facility maintenance trades experience.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities

ASSOCIATION PHILOSOPHY:

All Association employees must be committed to the New Jersey Association on Correction's philosophy: To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs.

The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.